

**Office of Court Administration**  
**At a Glance - Allowable Travel Costs**  
**Workgroup Committee Members and Judicial Officers**

When traveling on official state business, workgroup committee members and judicial officers are entitled to reimbursement for the following:

Type of Expense	Special Provisions	Original Receipt Required
Public Transportation, Taxi fare	None	No
Public Transportation, Airfare	Use state contracts, unless not available	Yes
Public Transportation, Rental Car	None	Yes
Mileage	\$0.54 per mile (effective 01/01/16) \$0.575 per mile (effective 01/01/15-12/31/15)	No
Meals, Overnight Travel	<b>Workgroup committee members*</b> may be reimbursed for <b>actual</b> meal charges <b>up to</b> \$59 for travel to Austin, as authorized by the <a href="#">GSA website</a> . **  <b>Judicial officers</b> may be reimbursed for <b>actual</b> meal charges <b>up to</b> \$118 (double the amount) shown on the <a href="#">GSA website</a> for travel to Austin. ***  Under Texas law, gratuities, meals for others, and alcoholic beverages may not be reimbursed.	Yes  <b>Receipts must be itemized.</b>
Lodging  <i>Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)</i>	<b>Workgroup committee members*</b> may be reimbursed for <b>actual</b> lodging charges up to \$135 (10/01/15 – 12/31/15) and (04/01/16 – 09/30/16) or \$159 (01/01/16 – 03/31/16) for travel to Austin, as authorized by the <a href="#">GSA website</a> . **  <b>Judicial officers</b> may be reimbursed for <b>actual</b> lodging charges <b>up to</b> \$270 (10/01/15 – 12/31/15) and (04/01/16 – 09/30/16) or \$318 (01/01/16 – 03/31/16) for travel to Austin. ***	Yes  <b>Receipts must show the address for the lodging establishment; indicate payment paid; and show a zero balance due.</b>
Parking	None	No
Incidental Expenses	Hotel Taxes  Rental Car Gasoline  Toll Road Charges	Yes  Yes  Yes

For rates not listed above or if you any questions, please call OCA's Finance and Operations Division at (512) 463-1625.

\*Workgroup committee members must have approval and a signed written agreement from OCA for reimbursement prior to travel for reimbursement.

\*\*In accordance with the 84<sup>th</sup> Legislature, General Appropriations Act, Art. IX, Section 5.08.

\*\*\*84<sup>th</sup> Legislature, General Appropriations Act, Art. IX, Section 5.06 (Reference Gov't Code, Sec. 660.203.)